BUDGET LETTER

	NUMBER:	20-24
SUBJECT: BUDGET ROLLOVER IN HYPERION FOR THE 2021-22 BUDGET CYCLE	**DATE ISSUED:**	July 21, 2020
REFERENCES: BLS 20-14, 20-15, AND 20-17	**SUPERSEDES:**	BL 19-17

TO: Agency Secretaries
        Department Directors
        Departmental Budget and Accounting Officers
        Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

This Budget Letter (BL) is to inform departments of the data rollover rules in Hyperion. In preparation for the 2021-22 fall budget development process, data in Hyperion was consolidated and used to populate the starting point for the 2021-22 budget development (the "rollover"). Hyperion is now available for departments to view data and prepare for the next budget cycle.

I.   Glossary Relevant to this BL

BR   = Budget Requests. These are issues identifying changes to dollar amounts and/or positions for any fiscal year in Hyperion.

Category = An account code (AC) in the Chart of Accounts.

CSL   = Current Service Level. This is a consolidated starting point in Hyperion for each Business Unit (BU)/entity for all fiscal years. This data is preserved in the "GB Public Initials" version in Hyperion.

ENY   = Enactment year (formerly Year of Appropriation).

FTEs   = Full-Time Equivalents or Positions. These terms are used interchangeably.

RTLs   = Revenues, Transfers, and Loans.

II. What is Included in Rollover

Rolled over information is the starting point for the 2021-22 budget cycle. The data elements included in the rollover for each Item-ENY-Program-Category combination are:

1. Requested Amount
2. Estimated Savings
3. Estimated Carryover
4. Budgetary Expenditure
5. Non-add values of the above
6. FTEs
7. Revenues
8. Revenue Transfers
9. Loans
10. 2019-20 (now past year) through 2025-26 (budget year [BY]4) in Hyperion

The Department of FI$Cal has completed the rollover activities and validated statewide totals in all department versions.

The purpose of the validation is to ensure the rollover process was performed correctly based on the rollover rules specified in Section III below. Departments are responsible for tracking their authorized expenditure levels, however departments are not required to perform an initial validation of CSL before making new entries in Hyperion for the 2021-22 budget cycle. If departments believe the rolled over data is inaccurate, contact your respective Finance budget analyst immediately to determine what adjustments, if any, are needed.

III. **Rules for the Rollover**

Below are the detailed rules for the rollover process using data from the 2020-21 budget cycle that created the new base for the 2021-22 budget cycle.

A. Expenditures and Positions

1. Support Budgets:

2019-20 fiscal year (past year)—All approved BRs from the 2020-21 budget cycle are consolidated into the existing CSL and created the new CSL amount for 2019-20 (the new past year in the new budget cycle). The BRs for each unique combination of Item-ENY-Program-Category are consolidated with existing CSL data for that combination.

2020-21 fiscal year (current year)—All approved BRs from the 2020-21 budget cycle are consolidated into the existing CSL and created the new CSL amount for 2020-21 (the new current year in the new budget cycle). The BRs for each unique combination of Item-ENY-Program-Category are consolidated with existing CSL data for that combination.

2021-22 through 2024-25 (BY through BY3)—All approved BRs from each fiscal year in the 2020-21 budget cycle are consolidated into the existing CSL to create the new BY through BY3 CSL amount for the 2021-22 budget cycle. The BRs for each unique combination of Item-ENY-Program-Category are consolidated with existing CSL data for that combination.

Items of appropriation approved in 2020-21 with one fiscal year to encumber are duplicated, rolled over, and available in 2021-22, as well as out years (BY1 through BY4) with an ENY and year of completion of 2021. Items of appropriation with multiple years to encumber (and still available for encumbrance beyond 2021-21) retain the original ENY and year of completion (these are continuing and continuous appropriations).

2025-26 fiscal year (BY4)—Reflects the same CSL as in the 2024-25 fiscal year. If there was limited-term funding that ended in 2024-25, an adjustment in Hyperion will be necessary in the 2025-26 fiscal year to reduce the new CSL amount.

2. Capital Outlay Budgets:

2019-20 (past year) and 2021-21 (current year) fiscal years—Same as support budgets.

2021-22 through 2025-26 (BY through BY4) fiscal years—All dollars are zero-based.

The new expenditure CSLs are loaded in the GB Dept Working, GB Dept Submitted, and GB Dept What-If versions in Hyperion for departments.

B. Revenues

For all fiscal years, all approved revenue BRs from the 2020-21 budget cycle are consolidated into the existing CSL to create the new CSL amount for the 2021-22 budget cycle. Similar to expenditures, the BRs for each unique combination of Item-ENY-Program-Category are consolidated with existing CSL data for that combination.

C. Revenue Transfers and Loans

For all fiscal years, all revenue transfer and loan BRs from the 2020-21 budget cycle are retained individually and rolled over into the 2021-22 budget cycle. They are loaded in the GB Dept Working version for departments to update before submitting to Finance. There is no consolidated CSL for revenue transfers and loans. This enables departments and Finance to edit the BR amounts, BR Name, and BR Title for the Governor's Budget Fund Condition Statement display. The fiscal year cited in the BR Name has been globally changed from "2020" to "2021" during the rollover process to help minimize workload. However, the point-in-time reference in the BR Name may need to be updated to reflect the correct point-in-time the issue originated (e.g., GB for Governor's Budget).

D. Rounding to "000" for Dollars

For budget purposes, there is no need to track dollars below $1,000. This level of precision is unnecessary and creates additional workload and reconciliation problems. As part of the rollover process, all dollars have been rounded to end with "000." Departments must not enter or upload dollar amounts into Hyperion that do not end with "000" to void rounding issues in Hyperion.

E. Rounding to Tenth Decimal for Positions

For budget purposes, there is no need to track FTEs beyond the tenth decimal position. This level of precision is unnecessary and creates additional workload and reconciliation problems. As part of the rollover process, all FTEs have been rounded to the nearest tenth decimal (e.g., 1.75 FTEs would be rounded to 1.8 FTEs). Departments must not enter or upload FTE amounts into Hyperion beyond the tenth decimal position to void rounding issues in Hyperion.

If you have any questions about this BL, please contact your Finance Budget Analyst.

/s/ Thomas Todd

Thomas Todd
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